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DEPARTMENT OF DEFENSE
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ATTACHMENTS

2 Pages

INSTRUCTIONS FOR RECIPIENTS

The following pen and page changes to DoD Instruction 3020.37, "Continuation of Essential DoD Contractor Services During Crises," November 6, 1990, are authorized:

PEN CHANGES

Page 3, after paragraph E.2.c.,

Add a new paragraph E.2.d, "Establish procedures to ensure that these standard support requirements and any additional ones established by the Combatant Commander are met. They shall specifically authorize appropriate uniforms, if any, and theater-specific equipment determined by the Combatant Commander to be necessary, in accordance with joint Staff procedures, to be issued for use by civilian contractors."

Renumber existing paragraph "E.2.d and E.2.e." to "E.2.e and E.2.f."

Add a new paragraph E.3.d. "Establish procedures for Combatant Commanders to declare theater and/or scenario-specific civilian contractor support requirements as including equipment that is in addition to the standard support requirement described in enclosure 3."

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After subsection F.4. Add a new subsection F.5. "Determine prior to contract award, or prior to modification to extend the performance period, whether an interruption of service would result in an unacceptable risk. If an unacceptable risk would result, develop a contingency plan to ensure continued service."

Renumber existing subsection "5 through 9" to "6 through 10"

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

NUMBER 3020.37, Change 1	DATE January 26, 1996	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
INSTRUCTIONS FOR RECIPIENTS (continued)		
<p><u>Page 5,</u></p> <p>Enclosures - Change "2" to "3" Add a new enclosure "3. Guidelines for Theater Admission Procedures"</p>		
<p><u>EFFECTIVE DATE</u></p> <p>The above changes are effective immediately.</p>		
<p> B. C. WHITEHEAD Director Correspondence and Directives</p>		

GUIDELINES FOR THEATER ADMISSION PROCEDURES

In issuing and implementing theater admission requirements to a possible theater of operations for civilian contractors, the Chairman of the Joint Chiefs of Staff, the Combatant and Supporting Commanders, and the other DoD Components should include the following:

- a. Training for civilians on their responsibilities; e.g., standards of conduct, as well as coping skills if they become Prisoners of Wars;
- b. Issuing to civilian contractors, and training personnel in the use of, the same defensive personal protective gear as is issued to military personnel in theater, to include lens inserts, if required;
- c. Immunizing civilians with the same immunizations as given to military in theater. (Refer to United States Air Force Foreign Area Clearance Guide for specific immunizations required for a particular country.);
- d. Providing to civilian contractors appropriate cultural awareness training for the theater if it is being provided to military personnel;
- e. Ensuring civilian contractors obtain or are issued DD Form 489 (Geneva Convention Identification Cards), passports, visas, and country clearances in accordance with the United States Air Force Foreign Area Clearance Guide. When theater conditions necessitate further clearances, the Combatant Commander will notify the Heads of the DoD Components expeditiously;
- f. Ensuring that civilian contractors are issued any required security clearances expeditiously. Security clearances are to be issued on a "need-to-know" basis.
- g. Ensuring that civilian contractors fill out DD Form 93, "Record of Emergency Data." Components shall set up procedures to store and access civilian DD 93s which are the same as or parallel to those for the military;
- h. Ensuring that components set up procedures for civilian contractor casualty notification and assistance that parallel those for military personnel as far as is legally permissible;
- i. Ensuring civilian contractors in a theater of operations are entitled to the same medical care as military personnel. They will be human immunodeficiency virus tested before deployment if the country of deployment requires it. They also shall ensure that all DoD-sponsored non-military personnel permanent change of station or temporary duty outside the United States of America and its Territories shall have panarexs or deoxyribo nucleic acid samples taken for identification purposes. Dental x-rays may be substituted when the ability to take panarex or deoxyribo nucleic acid samples is not available. Civilian contractors may also be

issued "dog tags" for identification purposes. Components shall establish procedures to store and access such identification data that are the same as or parallel to those for the military;

j. Ensuring that deploying civilian contractor personnel receive medical and dental examinations and, if warranted, psychological evaluations, to ensure fitness for duty in the theater of operations to support the military mission. During a contingency or emergency, civilian contractors returning to the United States and its Territories from a theater of operations may receive cost-free military physical examinations;

k. Ensuring that deploying civilian contractor personnel shall carry with them a minimum of a 90-day supply of any medication they require;

l. Ensuring that deploying civilian contractor personnel are encouraged to make family care plans for any dependents;

m. Ensuring that civilian contractor personnel killed in a theater of operations are processed by Graves Registration with procedures parallel to those utilized for the military; and

n. Ensuring that civilian contractor personnel deploying to or in a theater of operations are furnished the opportunity and assisted with making wills as well as with any necessary powers of attorney; as permissible under Military Department regulations.